CMICC

Interoperable Communications Project

Phase I: Needs Assessment

STATUS REPORT
for the period:

August 15, 2005
Through
August 29, 2005

PREPARED BY: Northrop Grumman

SECTION 1 – OVERALL PROJECT STATUS

Introduction

The scope of the first Phase of the project, is (from the Statement of Work): "…a broad Needs Assessment of the six member counties of CMICC, a Gap Analysis to determine the gap between where consortium members are today, where they desire and where they need to be, as determined by the Needs Assessment. The project will produce a high-level schedule and workplan, to fill that gap, and a high-level cost to implement it."

Project participants include:

Name	Representing	Project Role
Cindy Mullaney	Pondera County DES	Project Director, Pondera County Representative
Dick Van Auken	Teton County	Teton County Representative
Vince Kolar	Cascade County DES	Cascade County Representative
Linda Williams	Chouteau County	Chouteau County Representative
TBD	Judith Basin DES	Judith Basin County Representative
Karen Marks	Fergus County DES	Fergus County Representative
Sue Demontiney	Chippewa Cree Tribe	Chippewa Cree Representative
Tom Olsen	Northrop Grumman	Project Manager

NORTHROP GRUMMAN

Current Overall Project Status

Needs assessment meetings have been completed in all counties and with the Chippewa Cree. This is a major milestone in the project. There may be additional meetings with regional organizations in the next few weeks to ensure that everyone has had at least one opportunity, if not two or three, to contribute.

Recent activity included needs assessment meetings with the Chippewa Cree, Cascade County, Fergus County, Chouteau County and Teton County.

Questionnaires and site surveys are coming in from many of the organizations in the consortium. At the outset of the project, the goal for completion of site surveys and questionnaires was set for August 31. This date will need to be revised. A new goal will be set before the next status report. This revision should not impact on the deliverable date.

Review of surrounding consortium projects is in progress. There are sites that border consortiums where it makes sense to work together to develop sites. A significant cost savings may be gained through such collaboration. As regional coverage is a common issue, sharing resources at adjoining sites could provide additional coverage without starting from scratch on new sites.

The project is currently on time and on budget.

Activities Accomplished as Planned

- ♦ CMICC Project Meeting was held August 18th, 2005 at the Cascade County Sheriff's Office in Great Falls

- ♦ Held Chippewa Cree Needs Assessment Meeting on August 24th

- ♦ Held Fergus County Needs Assessment Meetings on August 16th and August 25th

- ♦ Held Chouteau County Needs Assessment Meeting on August 24th

- ♦ Held Teton County Needs Assessment Meeting on August 25th

- ♦ Questionnaires are coming in from many agencies

- ♦ The Technical Advisory Committee will have its first meeting on September 8 in Great Falls

- ♦ Continued gathering of site survey data for each site in each county

- ♦ Review of the surrounding consortium projects is underway. Information from Northern Tier, Big Sky 11 and South Central consortia will be used when the preliminary design is started.

Activities NOT Accomplished as Planned

♦ None at this time.

Activities Planned for Next Period

♦ Hold the first Technical Advisory Committee meeting

♦ Coordinate with Northern Tier, Tri-County, South Central and Big Sky 11 consortiums regarding sites that will overlap with CMICC

♦ Continue gathering agency questionnaires

♦ Continue gathering site survey data for each site in each county

♦ Set new milestone date for receipt of all questionnaire and site survey forms

Project Issues

None at this time.

Project Risks

None at this time.

NORTHROP GRUMMAN

County-By-County Overall Status

Pondera

Task	Status	Owner	Due
Schedule County Needs Assessment Meeting	Complete	Tom Olsen	July 11, 2005
Hold County Needs Assessment Meeting	Complete	Tom Olsen	July 18, 2005
Compile and return County Stakeholders List	Complete	Cindy Mullaney	July 18, 2005
Distribute Questionnaires	Complete	Cindy Mullaney	July 1, 2005
Fill out and return Questionnaires	In progress	Cindy Mullaney	August 26, 2005
Fill out and return Site Survey(s)	In progress	Cindy Mullaney	
Letters of Support	In progress	Cindy Mullaney	

Teton

Task	Status	Owner	Due
Schedule County Needs Assessment Meeting	Complete	Tom Olsen	August 12, 2005
Hold County Needs Assessment Meeting	Complete	Tom Olsen	August 25, 2005
Compile and return County Stakeholders List		Dick Van Auken	
Distribute Questionnaires	Complete	Dick Van Auken	July 1, 2005
Fill out and return Questionnaires	In Progress	Dick Van Auken	
Fill out and return Site Survey(s)	Complete	Dick Van Auken	
Letters of Support		Dick Van Auken	

Cascade

Task	Status	Owner	Due
Schedule County Needs Assessment Meeting	Complete	Tom Olsen	August 3, 2005
Hold County Needs Assessment Meeting	Complete	Tom Olsen	August 9, 2005
Compile and return County Stakeholders List		Vince Kolar	
Distribute Questionnaires	Complete	Vince Kolar	July 1, 2005

Fill out and return Questionnaires	In Progress	Vince Kolar	August 23, 2005
Fill out and return Site Survey(s)		Vince Kolar	
Letters of Support		Vince Kolar	

Chouteau

Task	Status	Owner	Due
Schedule County Needs Assessment Meeting	Complete	Tom Olsen	August 12, 2005
Hold County Needs Assessment Meeting	Complete	Tom Olsen	August 24, 2005
Compile and return County Stakeholders List		Linda Williams	
Distribute Questionnaires	Complete	Linda Williams	July 1, 2005
Fill out and return Questionnaires	Complete	Linda Williams	August 24, 2005
Fill out and return Site Survey(s)	Complete	Linda Williams	August 24, 2005
Letters of Support		Linda Williams	

Judith Basin

Task	Status	Owner	Due
Schedule County Needs Assessment Meeting	Complete	Tom Olsen	August 3, 2005
Hold County Needs Assessment Meeting	Complete	Tom Olsen	August 10, 2005
Compile and return County Stakeholders List		??	
Distribute Questionnaires	Complete	Charlie Kolar	July 1, 2005
Fill out and return Questionnaires	Complete	Charlie Kolar	August 18, 2005
Fill out and return Site Survey(s)		??	
Letters of Support		??	

Fergus

Task	Status	Owner	Due
Schedule County Needs Assessment Meeting	Complete	Tom Olsen	August 10, 2005
Hold County Needs Assessment Meeting	Complete	Tom Olsen	August 16, 2005
Compile and return County		Karen Marks	

NORTHROP GRUMMAN

Stakeholders List			
Distribute Questionnaires	Complete	Karen Marks	July 1, 2005
Fill out and return Questionnaires	In Progress	Karen Marks	
Fill out and return Site Survey(s)		Karen Marks	
Letters of Support		Karen Marks	

SECTION 2 – STATUS OF MILESTONES AND DELIVERABLES

As the project progresses, more milestones will be added, with completion dates.

Milestones	Planned Finish Date	Revised Finish Date	Actual Finish Date	Status	Comments
Project Kickoff	July 8, 2005		July 8, 2005	C	
Completion of County Stakeholder Meetings	Aug. 26, 2005		Aug. 25, 2005	C	
Completion of Site Surveys	Aug. 31, 2005			IP	
Compilation of Questionnaire, Survey, and etc. material for deliverable	Aug. 31, 2005			IP	
First Draft of Deliverable	Oct. 3, 2005				
Final Deliverable Due	Oct. 31, 2005				
Project Sign-off	Oct. 31, 2005				
IP = IN PROGRESS C = COMPLETED / ACCEPTED					

SECTION 3 - FINANCIAL STATUS

Invoice Activity & Financial Summary

Invoice Date	Invoice Amount
July 29, 2005	$7590.38
August 24, 2005	$17,550.00

SECTION 4 - PROJECT STAFFING

As of the end of the reporting period, the following staff are (or have been) assigned to the project for some level of effort:

Tom Olsen – Project Manager

Mark Adams – assigned to the project as a consultant. He will be used by the Project Manager as necessary for consultation.

SECTION 5 – CUSTOMER RESPONSIBILITIES

- ◆ <u>Control Scope</u> – In each project or work order that Northrop Grumman undertakes, it is critical that the scope of expectations from our customers be clear and unchanging. If the scope does need to change, documentation to support this and clarify it is required. The Decision/Information Request (DIR) and Project Change Request (PCR) documents and processes will be used to control and document change.

- ◆ <u>Respond to Project Control Documents in a Timely Manner</u> - It is critical that Issues, DIRs and PCRs be responded to in a timely manner by our customer. Untimely responses may impact the ability to complete important project tasks.

NORTHROP GRUMMAN

♦ <u>Make Policy Decisions</u> – The CMICC will provide detailed and accurate policy decisions in order to allow the timely progress of system design and development.

♦ <u>Review Deliverables</u> – It is the responsibility of the clients to thoroughly review all project deliverables. Since the client is the one who ultimately knows and understands the business requirements better than anyone else, the responsibility of making sure all business requirements are met largely falls on their shoulders. Careful and thorough review of all project deliverables will help ensure the success of the project.

♦ <u>Coordinate County-Level Contacts And Information Gathering</u> – The County Representatives of the CMICC are responsible for coordinating the contacting of project stakeholders at the county level and information gathering from those stakeholders.